

Norfolk County Football Association



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**1 & 2 Day Small Sided Football
Competitions**

Essential Information Guide



Norfolk County Football Association

Dear Small-Sided Competition Organiser

RE: Essential Information for organising 1 & 2 Day Small-Sided Football Competitions

Norfolk County Football Association is keen to ensure all football in Norfolk is affiliated and follows FA regulations, including the organisation and running of 1 & 2 day small sided football competitions.

The information in this guide will ensure you meet FA and Norfolk County FA regulations when organising and delivering a 1 or 2 day small sided football competition.

Included in this guide are

- Important FA regulations that must be adhered to
- Guidance on how to complete forms
- Competition checklist
- Competition order of play and fixture list guide
- Codes of conducts
- Important contact details



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Important FA Regulations

- Only Clubs which are affiliated to Norfolk County Football Association or another County Football Association shall be permitted to participate in affiliated small-sided football competitions.
- In 1998 The Football Association issued mandatory playing rules to ensure that all competitions throughout the Country are played within the same format. The playing and administration rules for all small-sided competitions are required to be adhered to. Failure to comply may result in future applications for sanctioning being refused.
- Please be aware that all ages are permitted to play in leagues where results are collected or published or winner's trophies are presented but this must be specified in the SS1 and SS2 forms.
- If your competition is being organised by a club which is affiliated to Norfolk County Football Association, and the monies raised are for club funds your mandatory public liability insurance cover will be extended for the duration of your competition (subject to completion and submission of the relevant affiliation forms correctly and on time).
- If a competition is not associated with an affiliated club to Norfolk County FA it will not be covered for public liability insurance unless the organisers have arranged their own cover. Information regarding cover can be obtained from Norfolk County FA.
- Forms SS1 and SS2 must be fully completed and returned to Norfolk County FA Headquarters at least 21 days prior to the first scheduled date of your competition.
- Form SS3 must be fully completed and returned at least 7 days prior to the commencement of your competition.
- The cost to affiliate 1 & 2 day small sided competitions is dependant on the number of teams participating. The fees are as follows:
 - Less than 15 teams participating- £15
 - More than 15 teams but less than 30 teams participating - £25
 - 30 teams or more participating - £40
- Sanctioning of your competition is dependent on compliance to the regulations and the return of forms SS1, SS2 and SS3 to Norfolk County FA Headquarters by the stipulated dates.



Guidance Notes

Name of Small-sided Competition – If the competition is being organised by an affiliated club to Norfolk County FA the competition name must be the name of the club i.e. The Dog and Duck 1 Day Small Sided Competition.

Name of Competition Secretary – This does not have to be the main club secretary but they must be associated with the club.

Date(s) of Competition – Include all competition dates, not just the start date. If the competition is running over more than one weekend, you do not need to affiliate more than once. However, you must include all dates the tournament will be running over.

Venue of Competition – Please include venue name and full postal code.

Anticipated number of teams participating – Please indicate the maximum number of teams in all age groups anticipated over the duration of the competition.

Signatures – Please ensure the form is signed and dated by the competitions secretary as named on the SS1 & SS2 form.



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Guidance Notes

1. **Annual General Meeting and Management of the Competition** – The name of the competition should be the same as stated on form SS1.
2. **Affiliation of Participating Clubs** – By signing this SS2 form you are confirming that you will only permit affiliated teams to enter your competition. Non-affiliated teams are required to affiliate before being listed to participate in the competition.
3. **Clubs Eligible to Enter and Entry Fee** – Please state entry fee for teams to enter. If prices differ between age groups or for Charter Standard clubs please state.
4. **Management Committee and Powers** – The Management Committee must consist of at least three people. A Competition Secretary and Chairman must be identified on the Committee.
5. **Laws** – A copy of the competition laws (either mini-soccer laws or small-sided laws) shall be given to all participating clubs at least twenty one days before the commencement of the competition.
6. **Players' Qualification** – Tick to indicate age groups which will be playing in your competition. For example:

Age group	U7	U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	Adults
Male					✓	✓	✓						
Female						✓		✓					
Mixed	✓	✓	✓	✓	✓	✓	✓	✓					

7. **Team Formats** – Tick to indicate which format individual age groups will be using in your competition. For example:

Mini-Soccer

Age group	Format			
	5v5	7v7	9v9	11v11
U7	✓			
U8	✓			
U9		✓		
U10				
U11				

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Small-Sided

Age group	Format		
	5v5	6v6	7v7
U7			
U8			
U9			
U10		✓	
U11			
U12			
U13			
U14			✓
U15			
U16			
U17			
U18			
Adult	✓		

Standard 11-a-side Football

	Format (11vs11)
U13	
U14	
U15	
U16	
U17	
U18	
Adult	✓

If the box is blacked out it means the format is not allowed for that particular age group and therefore you must change the format accordingly.

- 8. **Team Colours** – No team playing in the competition shall play in predominantly black, navy, or dark blue shirts or any coloured shirt that does not clearly distinguish players from the referee.



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To ensure no teams entered are playing in any of the above colours it may be in your interest to add a team colour section to your entry form. If any teams state any of the colours above you can then inform them before the competition commencement.

9. Arrangement of Competition – If your competition is a league only basis or a league basis progressing into a knockout phase, 3 points will be awarded for a win and 1 point will be awarded for a draw.

If your competition is running on a knock-out basis the Management Committee can assign the knock-out phase before the commencement of the competition.

- i.e. Winners Group 1 v Runners up Group 2
- Winners Group 2 v Runners up Group 1

Please be aware that all ages are permitted to play in leagues where results are collected or published or winner’s trophies are presented but this must be specified in the SS1 and SS2 forms.

10. Duration of Matches

Small-Sided

The maximum playing time in any one day is 40 minutes for U7’s and U8’s, 60 minutes for U9’s and U10’s and 100 minutes for U11’s up. The maximum time for each half is 20 minutes. The duration of the game shall be divided into two equal periods of at least five and up to 25 minutes.

Mini-Soccer

The maximum playing time in any one day is 40 minutes for U7’s and U8’s, 60 minutes for U9’s and U10’s and 100 minutes for U11’s up. The maximum time for each half is 20 minutes.

11. Substitutes and Squad Sizes – Repeat (rolling) substitutions are permitted across every age category. When playing Mini-Soccer, each team must not have a squad greater than double the size of the team per age. As many substitutes from that squad can be used. When playing small-sided football, the maximum squad size for the relevant formats is as follows:

Format	Maximum Squad Size
5 a-side	8
6 a-side	9
7 a-side	10

12. Report of Results – Delete Referee or winning captain as appropriate

13. Referees – The fee payable to the referee is at the discretion of the Management Committee. However, we would recommend that travelling expenses for journeys between



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the referees residence and the venue be set at Norfolk County FA's County Cup rate, not to exceed 30p per mile.

14. Protests and Complaints – As detailed.

15. Appeals – Please ensure all entered teams are aware of the appeals procedure either on the entry form or in their confirmation of entry letter.

16. Misconduct – For matters relating to misconduct please speak to Matt Lemmon (Norfolk FA Discipline and Regulations Administrator) via Matt.Lemmon@NorfolkFA.com or a member of the governance team on 01603 704050.

17. Team Names – All teams entered should be associated with an affiliated club of a County Football Association. As good practice, competition organisers should be checking that secretary details given are that of the main club secretary and the club are aware that teams are entering using the club's name.



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Form SS3 guidance notes

Form SS3 should be fully completed with the following:

- **Name of Club**
- **Age group entered**
- **Club secretary name and contact telephone number**
- **Affiliation Number**

Name of Club

All clubs should be affiliated to a County Football Association and, with the clubs knowledge and permission be named after the club associated with.

Age Group Entered

Please indicate the age group(s) entered by each club. A club may enter teams at different age groups. Please indicate this on the same line, rather than duplicating club details.

Club Secretary Name and Contact Telephone Number

To ensure all entered teams are affiliated, it would be good practice to add a section on your entry form for the club secretary information to be added. Team managers may be the teams contact when entering your competition, to ensure all teams are affiliated and associated to a club the secretary may need to be contacted.

Form SS3 must be completed in full and sent back to Norfolk County FA Headquarters at least 7 days prior to the commencement of your competition. Once the form has been returned all teams will be checked for their affiliation to a County FA and affiliation approved. The sanctioning confirmation form will be signed off and returned to you for your reference confirming the affiliation of your tournament.

To ensure competitions are adhering to FA regulations, Norfolk County Football Association may contact teams entered into a 1 or 2 day small-sided competition, to check that teams entered are associated to an affiliated club of a County Football Association.

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Small Sided Competition Planning Checklist

Below is a suggested competition planning checklist you may find useful when organising a 1 or 2 day small sided competition.

Checklist	Responsibility	Achieved by
Set a Management Committee		
Set competition budgets		
Identify and book suitable venue. Check with facility that you are allowed to mark appropriate pitches		
Affiliate competition to County Football Association		
Identify and contact referees for the day		
Distribute relevant competition rules and regulations to all participating or interested clubs		
Gain sponsorship for the competition		
Produce all literature including entry form and publicity / advertising		
Advise the media of the event		
Prepare football score cards		
Organise refreshments for the event		
Send out confirmation letter including competition rules and regulations and codes of conducts		
Ensure you have access to equipment; goals, footballs, coloured bibs etc		
Ensure there is first aid cover		
Volunteers / helpers are identified		
Prepare an order of play		
Prepare a timetable		
Order trophies, medals, certificates		
Check that the event is insured		

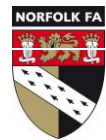


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Football Tournaments and Order of Play

Number of teams in a group

8	7	6	5	4
F-H	B-C	A-B	A-D	A-C
B-C	D-G	C-D	B-C	B-D
A-E	A-E	E-F	D-E	A-D
D-G	D-F	A-C	A-C	B-C
B-H	A-B	B-E	B-E	A-B
C-F	C-E	D-F	C-D	C-D
D-E	F-G	A-E	A-B	
A-G	B-E	C-F	C-E	
D-H	A-C	B-D	B-D	
A-C	D-E	A-F	A-E	
B-E	B-F	D-E		
F-G	A-G	B-C		
A-H	C-D	A-D		
B-G	E-F	B-F		
C-D	B-G	C-E		
E-F	A-D			
A-B	C-F			
D-F	E-G			
C-E	B-D			
G-H	A-F			
B-D	C-G			
A-F				
E-H				
C-G				
A-D				
B-F				
C-H				
E-G				



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Football Tournaments Order of Play cont.

	A	B	C	D	E	F	G	H	Goals Scored	Goals Conceded	Goal Difference (Adult Only)	Total Points
A												
B												
C												
D												
E												
F												
G												
H												

(Simply amend to number of teams entered into each group)

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Checklist – For sanctioning to be approved the two tasks below must be fully completed within the deadlines. All documentation must be completed or applications will be returned.

Completed	Tasks to be completed
	Forms SS1 & SS2 – These must be completed and returned to the County Headquarters at least 21 days prior to your proposed competition date(s) – Failure to comply may result in the competition not being sanctioned. The relevant sanctioning fee made payable to ‘Norfolk County FA’ must also be included when sending Forms SS1 & SS2.
	Form SS3 – This form must be completed and returned to the County Headquarters at least 7 days prior to your proposed competition date(s). Form SS3 will then be counter signed and returned to you confirming the sanctioning of your competition.

All correspondence should be returned to:

Registrations Department
 Small Sided Competitions
 Norfolk County Football Association
 11 Meridian Way
 Thorpe St Andrew
 NR7 0TA

If you have any questions in relation to the above please contact us on 01603 704050 (option 1,1,2) or email us at Registrations@NorfolkFA.com.